



Stanley Green
Infant Academy

Attendance Procedures 2019/2020

Autumn Term:

Wednesday 4th September to Friday 20th December 2019

Half Term: Monday 28th October to Friday 1st November 2019

NB: School will finish at 1.30pm on Friday 20th December

Spring Term:

Tuesday 7th January to Friday 3rd April 2020

Half Term: Monday 17th February - Friday 21st February 2020

NB: School will finish at 1.30pm on Friday 3rd April

Summer Term:

Tuesday 21st April to Friday 17th July 2020

Half Term: Monday 25th May - Friday 29th May 2020

NB: School will finish at 1.30pm on Friday 17th July

Staff Training Days (School Closed for Pupils):

Monday 2nd and Tuesday 3rd September 2019

Monday 6th January 2020

Monday 20th April 2020 and Monday 20th July 2020

Absence Line: 01202 778181

Press Option 1 — 24 hours a day

**Please leave child's full name, class and reason for absence,
e.g sickness bug, high temperature or other contagious illness**

You must call every day that your child is not well enough to attend

Attendance Policy

We at Stanley Green Infant Academy want to work with parents and carers to ensure all the children achieve their potential. If they are to do this, it is essential that they attend school regularly. The vast majority of parents/carers send their children in on time every day. This leaflet contains information about school policy, which is in line with the Department of Education expectations. We expect children at this school to have attendance of 95%, preferably higher. A child is classed as having persistent absence if their absence falls below 95%. We work closely with the School Attendance Worker at the BCP Council who also conduct termly Audits. Certificates will be awarded to children achieving 100% attendance each term and we also award a Class of the Week and Term for attendance, where they are presented with a certificate and a trophy to display for the week/term.

Lateness

School starts at 8.45am. Parents/carers should make sure children are in school for registration no later than 9.00am. Core learning starts immediately after the register has been taken. The school gates will close at 8.57am allowing children to reach class in time for registration.

If a child is late, they must report to the office so that registers can be updated.

- If your child arrives after the gate has shut, they will be recorded as late and you will need to complete a form at the office.
- If your child arrives after 9.20am, they will be recorded as unauthorised late, which is then counted as an absence by law.

Appointments during the day

Please avoid arranging appointments for your child during the school day. However, we appreciate that this is not always possible especially with hospital and specialist appointments. If you are unable to avoid this, please telephone the school office in advance or send a note giving details of the appointment. When collecting your child, please bring a copy of the appointment card or letter with you so a copy can be taken for their file. A text from the doctor or dentist for emergency appointments is sufficient.

Your child should only be taken out of school for their own appointment - not because another family member has an appointment. This also includes collecting your child early so you can attend an appointment for someone else.

After school supervision with Super Stars (Tel: 01202 741437) is preferable to removing your child from school before the end of the school day.

Medication

If your child has prescribed medication from their doctor and is well enough to return to school before the course has finished we are able to administer the medicine in school. A signed form will need to be completed by a parent/carer. If your child is asthmatic and requires an inhaler, please provide one to keep in school in a sealed plastic container with your child's name/class. A signed form will need to be completed by a parent/carer.

Absence

If your child is not at school, we have to find out the reason by law. A quick phone call to the office on 01202 778181 before 8.30am giving the reason is all we need. The absence line is available 24 hours a day. If you do not contact us on the first day of absence, we will contact you to find out why your child is not in school by telephone. We will work through your emergency contact list until we have been able to speak to someone who can clarify the absence. If we are unable to contact you or anyone else and we are not contacted by a parent/carer by 10.30am it will be recorded as unauthorised. If the reason is not legally acceptable this will also be recorded as an unauthorised absence. Please note if your child is absent from school for a period of 4 days or more then we may require medical evidence to support the absence. If your child is absent prior to a term break or after the return of a school break and we have not received contact from you this will need to be reported to the Local Authority who may then contact the Police if they believe the child could potentially be missing.

It is important that you call the school office every day your child is absent. Even if you know your child will not be back due to our 48hr ruling for sickness/diarrhoea or a longer term illness like Chicken Pox. If no call is received before 10.30am this will be recorded as unauthorised regardless. You do not have to speak to someone, just leave a message on the absence line answerphone.

If no telephone call is received and we are unable to get hold of someone to clarify the absence a home visit may be conducted. Also please note if absent on the last day of a school term and no contact has been made with a parent/carer then we have a duty to report that your child is 'missing in education' to the Attendance Team at the BCP Council; this is for safeguarding reasons.

We have unfortunately seen an increase in absence recently, where telephone answer messages have been left by parents/carers advising that children are absent due to illness. However, at the same time, we have witnessed children talking to their friends and adults in school happily telling them they will not be in school as they are going on holiday or secretly telling them about their holiday on their return. Obviously, we are concerned about this trend, especially as we see children worrying about not telling secrets, as well as the effect this has on their peers.

We try to promote good, moral values as reflected in our **School Values**, one of which is 'to be honest'. We do hope you can appreciate that this can be difficult if not reinforced by parents/carers. We therefore ask, please, that parents/carers are honest about taking family holidays during the school term time. A family holiday will always be recorded as unauthorised and a FPN fine will be issued, unless deemed exceptional circumstances by the Principal. Alternatively we may ask that you provide medical evidence from the doctor that your child was ill and unfit for school; if this evidence is not provided when requested then a Fixed Penalty Fine can still be issued.

Please also be aware if you should reach 10% unauthorised absence you are potentially at risk of being fined by the Local Authority.

“ Attendance Matters ”

Requests for Leave of Absence in Term Time

In 2003, The Department for Education stated that Headteacher's may not grant any leave of absence during term time unless the request is deemed exceptional circumstances. Fixed Penalty Notices will be issued to each parent/carer for each child when any pupil takes unauthorised Leave of Absence. We will also only consider requests for Leave of Absence when the request is made by the parent/carer with whom the pupil normally resides. Additionally, all requests should be made prior to the leave of absence. A 'Request for Leave of Absence in Term Time' form will need to be fully completed and submitted to the school office. A copy of the form will be signed by the Principal and returned to the Parents/Carers with the decision confirmed. If the circumstances are not considered to be exceptional then parents/carers will be informed of this and made aware that the Local Authority will be asked to issue a Fixed Penalty Fine. Once a Fixed Penalty Fine has been requested by the school and the fine issued by the BCP Council for a period of unauthorised leave in term time, you as parents/carers will not have an opportunity to discuss this matter further with the BCP Council. Any queries or discussions should be had prior to, or at the time of, requesting the Leave of Absence.

If leave of absence is taken without authorisation, it will be recorded as unauthorised. Persistent unauthorised absence may also result in prosecution for non school attendance.

It is an offence under 1996 Education Act if a child of compulsory school age fails to attend regularly at school and parents/carers are at risk of prosecution if the absence has not been authorised. As an alternative to prosecution, parents/carers may be issued with a Fixed Penalty Notice Fine issued under the BCP Council's Code of Conduct.

Exceptional Circumstances (You may be asked to provide written evidence in certain circumstances)	<u>NOT</u> Exceptional Circumstances (These are examples of reasons which are NOT deemed exceptional)
Return of parent from active service (Forces) - <i>Evidence may be required</i>	Cheaper holiday dates
Death or terminal illness of a parent, step-parent, sibling	Attendance at a Wedding (regardless of duty) or Christening
Young Carers	Visiting relatives either abroad or in the UK - Large Family Holidays
Disability or Respite Leave	Limitations on parents leave/entitlements or dates - Company closures etc.

